



**INSTRUCTIONS FOR COMPLETING THE APPLICATION  
FOR A LICENSED SCHOOL AGE PROGRAM**

**NEW APPLICANTS:** PROGRAMS THAT ARE APPLYING FOR A NEW LICENSE MUST COMPLETE ITEMS 1 THROUGH 4 AND 6 THROUGH 10. If you are applying for a NEW licensed School Age Program, return the required forms and fees to your local child care facility surveyor.

**INTENT TO CONTINUE:  
(ANNUAL RENEWAL)** COMPLETE THE FORMS LISTED UNDER 1 THROUGH 5 BELOW. If you are renewing your current license, *WITHIN THE NEXT 30 DAYS*, return the required forms and the annual state fee to the Kansas Department of Health and Environment at the above address. Send the local fee, if any, to your local child care facility surveyor.

**CLOSURE:** If you are no longer operating your School Age Program, you must notify KDHE of your intent to close. Complete the information requested on the application form, include the date of closure and send to the Kansas Department of Health and Environment at the above address.

**1. APPLICATION FOR LICENSE.**

Applications for a new license are to be **submitted a minimum of 90 days prior to the anticipated opening** of the facility. Applications are processed in the order received. The facility is not authorized to provide services to children or youth prior to receiving a temporary permit or license.

**CLEARLY PRINT OR TYPE using black ink.** Complete all statements carefully and include all requested information as attachments. Please carefully review the complete application prior to mailing to the local child care facility surveyor or the Kansas Department of Health and Environment to be sure that all items as listed on the application are included. **Incomplete applications may be returned.**

**ORIENTATION.** If you currently have a license, you do not need to complete this section. If you are applying for a new license, please complete the date of your orientation. If you have not attended an orientation session, please contact the local child care facility surveyor.

**2. STATE FEE.** Payment of the annual fee of \$20.00 may be made by check or money order made payable to the Kansas Department of Health and Environment or by credit card by completing the necessary information on the application.

**LOCAL FEE.** KDHE contracts with local health departments or private contractors for local regulatory services. Local contractors may charge a local fee. Please contact your local child care facility surveyor to determine the amount of the local fee and submit that fee directly to the local contractor per their instructions.

**3. FIRE SAFETY as required by K.S.A. 65-508.**

**NEW APPLICANTS:**

You must contact and obtain acceptance of fire safety from the Office of the State Fire Marshal (785-296-3401). Acceptance is to be submitted with the application.

**INTENT TO CONTINUE/ANNUAL RENEWAL:**

Programs operating less than 4 hours per session such as part-day Before or After School Programs: Complete and sign the Fire Safety Attestation and have it available for review by the local child care facility surveyor or the Kansas State Fire Marshal.

Programs operating more than 4 hours per session will receive an annual Fire Safety inspection. A copy of the fire safety inspection is to be available for review by the local child care facility surveyor. If this is an initial application, please include a copy of the acceptance letter issued by the Kansas State Fire Marshal's office with your application. If the school age program is located in a public school or public recreation facility, the current fire safety inspection for the facility is accepted as the current fire safety inspection for the school age program as well. If you have questions about the fire safety inspection, contact the State Fire Marshal at 785-296-3401.

4. **KBI/SRS SCREENING FORM as required by K.A.R. 28-4-125.**

**CLEARLY PRINT OR TYPE IN ALL INFORMATION REQUESTED FOR EACH PERSON USING BLACK INK.** All blanks need to be completed, however, the Social Security Number is optional. If a section is not applicable, put NA in that space. Incomplete requests will be returned.

**CAREFULLY CHECK** the accuracy of the information you are submitting. All of the information requested helps to ensure the accuracy of the background screening process. **EVERY PERSON LIVING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY IS TO BE SCREENED AND INCLUDE THE OWNERS OF THE FACILITY.** **Keep a copy** of the completed request form on file. Please see K.A.R. 28-4-125 for more information.

***APPLICANTS TO CONTINUE A CURRENT LICENSE MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING INFORMATION.***

5. **PROGRAM DIRECTOR'S ANNUAL REPORT FORM.** Complete all information carefully. The license capacity is to reflect the total license capacity as stated on the most current license. **Complete and sign the form.**

***APPLICANTS FOR A NEW LICENSE MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING INFORMATION.***

6. **VERIFICATION OF THE LEGAL OWNER OR OPERATOR.**

Private Owner or Partnership that is **not Incorporated**

**If located in a church or school or building not owned by the individual or partnership, include authorization from the church, school district, or owner of the property for operating the program on their premises and, pursuant to K.S.A. 1991 Supp. 74-139, a copy of the Social Security Card or Driver's License or Birth Certificate for each owner or partner.**

Corporate Owner

**Submit a copy of the Articles of Incorporation, By-Laws, if located in a church or school or building not owned by the corporation, include authorization from the church, school district, or owner of the property for operating the program on their premises, and the Federal Identification Number.**

Governmental Agency including School District

**Submit Verification of Governmental Authority, if located in a church or school or building not owned by the governmental agency, include authorization from the church or the school district for operating the program on their premises, and the Federal Identification Number.**

Other. Please Describe.

7. **PROGRAM INFORMATION.**

- a. **Description of Program Activities and Services to be provided** including a statement of the program's purpose and goals including description of services provided such as educational activities, any high-risk activities, transportation, etc., the number and ages of children and youth for whom the program is designed, anticipated opening date.
- b. **Qualified Program Director.** Submit a KDHE Program Director Approval letter if available. If not available, complete and return the enclosed Program Director's Application included in this packet.

8. **PHYSICAL PLANT INFORMATION.**

A. **Floor plan.**

- a) Submit a floor plan showing how the rooms used by the program fit into the overall building design and what level the program is on.
- b) Specify the linear dimensions for each room to be used by the children and youth and mark the entrances and exits from each room.
- c) Identify the interest areas in each room.
- d) Indicate the number of toilets and hand sinks in the restrooms.
- e) Mark all of the exit paths used by the children/youth to the outside of the building.
- f) Indicate on the floor plan which direction is north.

- B. **Outdoor activity area on the premises. (Outdoor activity area on the premises is not required for school age programs unless the school age program includes outdoor activities as part of its program. ) OUTDOOR ACTIVITY SPACE MAY NOT BE SHARED WITH ANOTHER LICENSED CHILD CARE FACILITY.**
- a) Specify the location and linear dimensions of the outdoor activity area and include information about its location relative to the indoor activity area. Please indicate if the outdoor area is fenced or not and indicate the location of any hazards adjacent to the area such as heavily traveled streets, railroad tracks and bodies of water.
  - b) Show the route children will take to enter the outdoor activity area.
  - c) Indicate the location of drinking water and of restrooms, and how accessed by the children/youth.
  - d) Mark the location of pieces of stationary play equipment (swings, climbers, slides, etc.) and indicate the distance between them.
  - e) Specify the type of impact-absorbing material under and around the climbing equipment, and the outdoor surface material on the remaining playground.
9. **SANITARIAN'S APPROVAL.** If connected to private water or sewage disposal system a sanitarian's approval is necessary.
10. **LOCAL CODE APPROVAL.** Local codes and ordinances may prescribe other requirements for the legal operation of a school age program. Applicant must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

#### FOR YOUR INFORMATION AND USE

##### KDHE INSPECTION.

**K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months.** An initial announced inspection will be requested by KDHE when a **complete and reviewed** application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an **ANNOUNCED** initial inspection of the facility and the surrounding outdoor area. However, all future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual review inspection will not necessarily occur at the time of your annual renewal date for your Intent to Continue Licensure. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from time to time. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

##### KDHE REQUIRED FORMS.

**Current KDHE forms** are enclosed for your use. **Please make copies of these forms for future program use.** Destroy all unused copies of out-of-date forms, if you have any. Forms may also be downloaded from the KDHE website at [www.kdhe.state.ks.us/kidsnet](http://www.kdhe.state.ks.us/kidsnet).

##### REGULATORY QUESTIONS.

**The local child care facility surveyor is your first and primary person of contact for questions about school age program regulations and laws.** Surveyors have a supply of Laws and Regulation books. If you need a law or regulation book, contact your local surveyor or download from the KDHE website at [www.kdhe.state.ks.us/kidsnet](http://www.kdhe.state.ks.us/kidsnet). Surveyors are also a good source of information about other local services including local education opportunities that may be available to school age program facility staff.

**OTHER INFORMATION:** Once you have obtained a temporary permit or license, you may be eligible for services provided by other agencies. Please contact your local child care facility surveyor, local area Department of Social and Rehabilitation Services office, and your local child care resource and referral agency to find out what is available in your area.

***Good Beginnings Last A Lifetime!***